

Records Management Analyst, GS-11

Management Staff
Records Management Staff
Forms Management Branch

I. DUTIES AND RESPONSIBILITIES:

Serves as a Records Management Analyst with assigned responsibility for assisting in planning, developing, and installing one or more phases of the Agency Forms Management program, including the determination of specific requirements and the analysis of existing or proposed forms, with primary responsibility for the latter. Performs complex and varied forms assignments in which the forms are characterized by such complications as length, scores of proposed items, technical subject matter such as psychological tests or interrogation schedules, considerable possibilities for consolidation and improvement of sequence, the requirement of substantial coordination within the Agency, or the presence of considerable implications as to changes in methods, systems or organization, procedures and issuances arising out of the forms analysis.

1. Assists in developing policies, procedures and regulations pertaining to the program.
2. Assists in devising and maintaining forms design, typography, specification, printing and packaging standards.
3. Assists in developing standards for procurement, stocking, distribution and maximum utilization of forms.
4. Analyzes procedures, determines essentiality of forms and approves or disapproves, requests for new or revised forms.
5. Analyzes and relates various procedures and issuances to forms to provide for their maximum utilization and standardization for as broad an application as possible.
6. Analyzes reprint or purchase requests for forms and approves or disapproves as appropriate.
7. Analyzes, eliminates and/or consolidates forms as necessary for the simplification and more efficient utilization of manpower and procedures.

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8. Participates in as a team member, or may plan and conduct surveys personally as leader of a team, for the purpose of eliminating unnecessary and inefficient forms.

9. Provides technical assistance to Agency officials on forms design and related matters.

10. Assists in maintaining liaison with Agency operating officials, Area Records Officers and officials of the Bureau of the Budget, Comptroller General, Department of Defense and other agencies on forms management matters.

11. Assists in the establishment, maintenance and periodic publication of numerical, alphabetical and functional indexes of forms.

12. Assists in the establishment and maintenance of a functional Forms Catalog of currently active forms.

13. Reviews, evaluates and makes necessary recommendations concerning Employee Suggestions relative to forms.

14. Reviews and recommends necessary action on all unsatisfactory reports pertaining to forms.

15. Assists in maintaining liaison with manufacturers and commercial firms to keep abreast of current trends and technological developments in forms and related systems.

II. SUPERVISION RECEIVED:

Instructions received are generally oral. Except for regulations, manuals and office procedures, no particular work precedents are followed. General objectives are usually indicated with specific instructions sometimes being given on the more difficult or sensitive assignments. Considerable latitude is usually allowed in taking appropriate steps and making proper decisions to obtain satisfactory results. Review of work normally consists of discussion of problems which may be peculiar to a specific project, or, it may be on the basis of what has been accomplished in the attainment of program objectives. The supervisor is usually available for consultation on problems or questions which cannot be satisfactorily resolved, particularly if they concern overall Agency policy or procedure.

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III. MINIMUM QUALIFICATION REQUIREMENTS:

1. Knowledge and Abilities: Knowledge of the methods, principles and practices associated with a comprehensive records management program; knowledge of applicable Executive Orders, Comptroller General decisions, laws and regulations; analytical ability, ability to clearly express ideas orally and in writing; ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures and practices employed in records management; ability to plan, organize and, if necessary, to direct the work of others; ability to interpret decisions, regulations, policies and instructions in terms of their impact upon the internal administration of a large organization; ability to design and install or revise records management methods, procedures or practices; ability to establish and maintain favorable working relationships with operating personnel at all levels, and ability to assume and delegate responsibility. Desirable qualifications are knowledge of the printing and duplicating processes; knowledge of business machines and equipment; and skill in the use of drafting instruments, verityper, paraliner, and similar equipment.

2. Work Experience and Education: 6 years of experience is required of which 1 year is specialized experience, and three years is related experience i.e. progressively responsible work in business administration or writing. Specialized experience is the full-time performance or supervision of a records management activity; serving as an administrative officer in a Government agency or in a large business or industrial concern with responsibility for a positive records management program; management survey work of a nature which included an important element of records management; serving as a teacher of courses in records management in a school above the high school level; or other administrative activities possessing a high degree of relationship and transfer to records management activity such as organization and methods training, program analysis, archival science, personnel administration, position classification, tabulation project planning, machine accounting, budget administration, supply administration, printing management and transportation management. Allowable substitutions for required experience are: (1) successful completion of under graduate study of a nature which did not involve extreme specialization in the natural science or fine arts may be substituted on the basis of one full year of study for nine months of related experience; (2) successful completion of all required study for a masters degree in public administration, business administration, industrial engineering, industrial management,

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political science, personnel administration, archival science, organization and methods examining, records management or a comparable specialization may be substituted for one year of specialized experience and 3 years of related experience; (3) successful completion of all required study for a doctorate in one of the fields specified in (2) above may be substituted for two years of specialized experience and three years of related experience.

Alternate Agency Requirements - i.e., minimum Agency specialized experience (in addition to related and specialized experience upon which qualification to present grade was based) are 12 months at the GS-9 or 10 grade level.

IV. DISTINGUISHING FEATURES:

This level of work is characterized by the analysis of forms of considerable complexity, many subordinate items, some occurrence of technical subject matter and possibilities for consolidation and improvement of sequence, necessity for co-ordination throughout a major component of the Agency but usually not Agency-wide, and some implications as to changes in methods or organization, procedures and regulations.